## Approved For Release 2002/01/98 CIA RDP83-01004R000200030045-42- 1/31

OSP-0592-72 2 NOV 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT

: Report on the Non-Standard Workweek - Office of Special Projects

REFERENCE

- : 1) Memo for DDS from D/Personnel, dated 9 May 1972; Subject - Non-Standard Workweek
  - Memo for ExDir-Comptroller from D/Personnel, dated 21 December 1971; Subject - Non-Standard Work Schedules

The approved non-standard workweek has been in effect at the since 1 June 1972. During this period, there have been two operational phases of the Program. The benefits 25X1A from adopting the non-standard workweek have been a modest savings in overtime pay and improved employee morale. The employees indicate that by being on the same schedule as the contractor personnel, they feel they are making a better contribution to the overall success of the operation. To date there have been no health problems associated with the approved change.

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HAROLD L. BROWNMAN Director of Special Projects

EXEMPT FROM GENERAL DECLASSIFICATION SCHEDULE

OF E. O. 11652, EXEMPTION CATEGORY:

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CLASSIFIED Montaved For Release 2002/01/08 : CTA-RE

Executive Registry

## 10 October 1972

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH: Deputy Director for Intelligence

SUBJECT: Non-Standard Work Schedule Quarterly

Report, July-September 1972

REFERENCE: D/Pers. memo to ExDir, 21 Dec 72, Same Subject

- 1. This is the second quarterly report on the three-day week worked by the CRS computer operators. This report is submitted as required by your approval, dated 4 Jan 1972, of this work schedule.
- 2. The three-day week is a success from the point of view of the office. Overtime for computer operators has been eliminated. Overtime cost was \$9,178.54 in the three-month period (Jan-Mar 1972) preceding the three-day experiment. The benefits of fewer shift changes (14/week vice 21/week) are discernible if intangible. Sick leave utilized per operator has dropped. (See Attachment.)
- 3. All operators were individually interviewed in the last week of September, with these findings:
  - With one exception, the operators like the 3-4 day week and wish to see it continue.
  - Six of the 14 still feel the 12-hour day is tiring. Most of them feel that it is the fourth day that accounts for it.
  - All are taking advantage of their days off by taking leave during those periods and extending their periods of leisure time.

SUBJECT: Non-Standard Work Schedule Quarterly Report, July-September 1972

- All continue to wish for more Sundays off to spend with their families. The schedule has been modified to allow that and we plan to implement the change on 15 October. We will limit the Sunday day shift to two (of four) with the remaining two men working their one eight-hour day on either Wednesdays or Thursdays along with the regular shift for those days. The men now work eight Sunday days in a 24-week cycle. This change will give them four more Sunday days off--and reduce the Sunday premium pay.

4. I will submit a third report covering October-December 1972 quarter.

STATINTL

H. C. EISENBEISS
Director, Central Reference Service

Attachment: a/s

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ATTACHMENT

## LEAVE FIGURES FOR COMPUTER OPERATORS

Period	Annual	Sick	Remarks
Jan-Mar 1972	210	203	Prior to 3-4 day week, 12 operators.
Apr-Jun 1972	270	87	12 in April; 13 in May; 14 in June.
Jul-Sep 1972	838	182	16 in July; 14 in August and September.

STATINTL

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